

CALFRESH REQUEST FOR POLICY INTERPRETATION**PI# 17-56**

INSTRUCTIONS: Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Retain a copy for your records and submit via email to CalFresh-PI@dss.ca.gov.

Please note: the policy interpretation provided is based on the unique set of facts presented and should not be assumed to apply in all scenarios.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Other:		5. DATE OF REQUEST: 07/12/2017	NEED RESPONSE BY: 08/31/2017
2. REQUESTOR NAME:		6. COUNTY/ORGANIZATION: San Luis Obispo Social Services	
3. PHONE NO.: EMAIL:		7. SUBJECT: Signature at application and recertification	
4. REGULATION CITE(S): 63-300, ACLs 15-84, 15-84E, 15-96,		8. REFERENCES: <i>(Include ACL/ACIN, court cases, etc. in references)</i> NOTE: All requests must have a regulation cite(s) and/or a reference(s). 63-300, ACLs 15-90, 15-90E Forms: SAWS 1, SAWS 2 Plus, SAWS 2A SAR, CF 285 and CF 37	
9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY): <p>ACL 15-84 and 15-84E discuss obtaining a single signature at application to "begin the application process and set the beginning date or aid at intake". That it is not necessary to obtain another signature on the SAWS 2 Plus or SAWS 285 at the interactive interview (that we must provide the applicant with a copy of the form). At Recertification, the CF 37 is to be used and signed. We implemented a "single signature" CalFresh process but some staff continued older practices. In our December 2016, Management Evaluation the review team informed us that the practice of asking the applicant/recipient to sign the statement of facts was not correct.</p> <p>Our Investigations Supervisor is asking case workers to get another signature by ask the applicant/recipient to sign a SAWS 2A SAR following the phone or in-person interview (but that we can't deny/discontinue if it is not returned signed). Does getting another signature on the SAWS 2A SAR following an interview go against the "single signature" application? At recertification, a signature on the CF 37 or CF 285 or SAWS 1 or SAWS 2 is sufficient.</p>			
10. REQUESTOR'S PROPOSED ANSWER: <p>Per ACL 15-84 and 15-84E the signature obtained on the SAWS 1 or CF 285 at the time of application is sufficient to begin the application process, set the beginning date or aid. A second or subsequent signature does not need to be obtained at the interview. The Rights and Responsibilities are included in both the SAWS 1 and the CF 285. The caseworker discusses the Rights and Responsibilities at the interview and documents this in the case record. A signature on the SAWS 2 SAR is not necessary for Non-Assistance CalFresh.</p>			
11. STATE POLICY RESPONSE (CFPB USE ONLY): <p>Based on the above scenario, CDSS concurs with the county's proposed answer.</p>			

FOR CDSS USE

DATE RECEIVED:

07/12/2017

DATE RESPONDED TO COUNTY/ALJ:

07/25/2017